

VACANCY – FRONT OFFICE/ADMINISTRATION OFFICER

ALIGHT works with its partners and constituencies to provide opportunities and expertise to refugees, displaced people and host communities – to better survive conflicts and crisis, and to rebuild lives of dignity, health, security and self-sufficiency. ALIGHT presently works in and with partners in seventeen countries globally. ALIGHT has consistently operated in Rwanda since the year 1994, and today has a strong and committed team of over eight hundred personnel who include full time staff, community mobilizers and incentive workers– implementing programs in Primary Health Care, Reproductive Health, HIV and Nutrition; also Water, Sanitation and Hygiene, Shelter and general Infrastructure, Livelihoods/Economic strengthening, and Sexual and Gender Based Violence Prevention/ Protection. Our work in Rwanda currently covers all the refugee locations and their kind Rwandan-host communities. And we are always looking to expand and, jointly with our partners, offer lasting impact with and for the communities we serve! ALIGHT is looking for a qualified, self-driven and committed individual to join its team as **Front Office/Administration Officer**.

PRIMARY PURPOSE OF THE POSITION:

The Front Office/Administration Officer is a key member of the HR & Administration team who Supports in HR Administrative work and also supervises, coordinates and supports the Reception/Front office to function effectively according to its mandate.

PRIMARY DUTIES & RESPONSIBILITIES

- Supervise, mentor and guide Kigali office cleaning/sanitation team; and assure overall cleanliness, order and a presentable Kigali main office
- Support and maintain office security by ensuring the front office team follows safety procedures, coordinates and controls access via the reception desk (logbook, and inform staff-to-be-visited/seen)
- Prepare intercompany Documents and submit to Finance as per the set dates
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- Organize, pack, file and dispatch staff pay slips on a monthly basis, and required reporting;
- Manage Country staff files including all correspondences such as contracts etc.
- Create Files for new hires and conduct staff induction.
- Conduct background Checks/References for new hires and SAM Searches.
- Handling and preparing Staff ID cards and their PRFs.
- Support during times of Audit and similar reviews, supporting with needed documentation.
- Perform other related duties as required by the supervisor and Rwanda Leadership team.

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED:

- Diploma in Administration, HR or business management, or any related field;
- At least 4-5 years of working experience in the related fields.
- Proven work experience in HR Administration, office Management or similar role;
- Proficiency in Microsoft office suite;
- Hands on experience with office equipment (e.g Landline, , Scanner and Printers)
- Excellent Organizational skills;
- Customer service attitude and a pleasant personality.

KEY BEHAVIORS & ABILITIES:

- Well- organized, systematic, careful, responsible, trustworthy and punctual;
- Professional attitude and appearance;
- Ability to be resourceful and proactive when issues arise;
- Encourages openness and transparency;
- Flexible, effective team member with good interpersonal skills;
- Caring, helpful and reliable;
- Must have the ability to work with other crew members and be able to take direction from supervisor;
- Ability to deal with staff and visitors in a professional and helpful manner;
- Must be able to perform all the physical aspects of the above Job duties;
- Strong participatory and interpersonal skills;
- Multitasking and time-management skills, with the ability to prioritize tasks;
- Ability and willingness to work in a fast stressing and fast growing environment.

Interested and Qualified candidates should submit one (1) page Cover letter, and updated CV (maximum three pages) and names, title and contacts of three professional referees, to include most current employer/supervisor (all in/as one document) - via email only to: **RWJobs@wearealight.org** with the POSITION applied for **clearly indicated in the subject line**. The deadline for submission of applications is **July 24th 2022 at 16.00hrs**. Only shortlisted candidates will be contacted.

Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment.